

CHAPTER 14

TECHNICAL ADMINISTRATION

As a Yeoman, you will be asked to prepare many different types of correspondence and documents. These are in addition to the ones that have previously been discussed in foregoing chapters. This chapter covers those assignments that are governed by local policy and may be different from those that you are familiar with and have performed at past duty stations. Most of these assignments will be handed to you in a “rough” (hand-written, double-spaced from a typewriter or computer printout) form. Most of the time, your supervisor will make a copy of the document, make changes to it, and ask you to prepare the rough into a smooth copy. The following are examples of some of the kinds of documents you will be asked to prepare.

- School quota requests
- Manpower authorization change requests
- Officer social roster
- Designation letters
- Recall bills
- Muster reports
- Command telephone directories
- Command history
- Inspection results
- Command SORM
- Speeches
- Liberty passes
- Plan of the day/week
- Welcome aboard letters
- Frocking letters
- Responses to letters of indebtedness
- Statement of service
- Casualty documents

These are just some of the documents you may be asked to prepare. Most of them are governed by local policy; that is, they are prepared according to the wishes of the local commanding officer or other

official. Keep in mind, though, that you will more times than not have a ready reference or example of the document right in your office. If you can’t find an example to follow, and one isn’t given to you, ask your supervisor for assistance. Make it your business to become familiar with local policy governing these documents so you are prepared whenever you are asked to perform a task.

OFFICER/CHIEF PETTY OFFICER FITNESS REPORTS

The *Navy Performance Evaluation and Counseling System*, BUPERSINST 1610.10 series, is the only authority used to prepare officer fitness reports (FITREPs) and should be consulted in every phase of preparation.

Navy Regulations require that records be maintained on officers and chief petty officers “which reflect their fitness for the service and performance of duties.” FITREPs form a primary basis for selecting officers for advanced training, specialization or subspecialization, duty assignment, promotion, and command.

FITREPs are subject to the Privacy Act of 1974. Report drafters and reporting seniors may maintain notes and records of performance for their personal use as memory aids, provided these materials are safeguarded to prevent unauthorized disclosure, are not circulated to anyone else, and are used openly while counseling the officer. Reporting seniors should retain copies of FITREPs for at least 5 years. If requested, additional copies of FITREPs may be provided to the officer reported on but may not be given or shown to any other unauthorized person. Commands should maintain logs of FITREPs submitted and periods covered but may not, under any circumstances, retain copies, preparation notes, worksheets, or any other documents relating to FITREPs in command files.

You will be required to type forms in conjunction with FITREPs. **The requirements for confidentiality are very strict.** You must become acquainted with the regulations regarding FITREPs and conform with

them very carefully. You will be given drafts to type and they must be done very accurately. It will pay off for you to learn how to do FITREPs neatly and with no errors.

ENLISTED EVALUATIONS

The *Navy Performance Evaluation and Counseling System*, BUPERSINST 1610.10 series, is the only authority used in the preparation of enlisted evaluations (EVALs) and should be consulted in every phase of preparation.

Navy Regulations require that records be maintained on enlisted persons “which reflect their fitness for the service and performance of duties.” Enlisted performance EVALs are used in many personnel actions, including advancement in rate, selection for responsible assignments and specialized training, award of the Good Conduct Medal, qualification for retention and reenlistment, and characterization of service upon discharge.

EVALs must cover, day for day, all periods of enlisted service on active duty or in drilling Reserve programs, except during initial entry training.

As with officer FITREPs, EVALs are very important documents in a military person’s career.

You must handle them with utmost caution and confidentiality.

MAINTENANCE OF OFFICE EQUIPMENT

You are required to be able to operate a typewriter/computer and office duplicating machines. You should know how to give proper routine care to any machine you operate and should make that care a habit. You should acquaint yourself with the instruction manuals that came with your equipment. Other kinds of maintenance may be dictated by local policy. Consult with your supervisor and those individuals in your office who are responsible for equipment maintenance for assistance.

SUMMARY

As stated previously in this chapter, you will be asked to perform various tasks of a routine nature. Keep in mind as you travel from one command to the next, that all commands, although similar in nature, will have their own differences. The one thing that has been stressed in this NRTC is, if you don’t know, ASK. You are not expected to know everything; no one does.